

DEKALB COUNTY

DEPARTMENT OF PLANNING & SUSTAINABILITY

INTERIOR CODE COMPLIANCE

FREQUENTLY ASKED QUESTIONS

DeKalb County prioritizes the health, safety and well-being of its citizens. County officials have determined that, when multifamily rental dwellings are allowed to deteriorate, crime rates can increase, property values can decrease and tenant's health and well-being may be compromised.

Because of its focus on improving and ensuring public health and safety, the County has implemented an Interior Code Compliance Ordinance that requires all owners of multifamily rental property to obtain Code Compliance Certificates.

How do I know if I need to provide a Code Compliance Certificate?

You need to provide the County with a Code Compliance Certificate **if all of the following apply:**

- You own a multifamily rental dwelling or multifamily rental units within Unincorporated DeKalb County.
- You receive income from four or more such dwellings or units.
- You are required to have a County Occupation Tax Certificate.

Does the ordinance provide for any exemptions? Yes. The ordinance does provide an exemption period of five years for properties from the date of their Certificate of Occupancy. If your property is eligible for the exemption please provide a copy of the Certificate of Occupancy and property information to the Department of Planning and Sustainability and we will issue your certificate.

Exemptions. Provided all other required permits, certificates and/or permissions are obtained from the county, this section shall not apply to multifamily rental dwellings or multifamily rental units for a period of five years following issuance of a certificate of occupancy for such dwelling or unit.

I own multiple units. Does each one have to be inspected for me to get a code Compliance Certificate?

To be granted your first certificate, all your units (100%) must have been inspected **no more than twelve months ago.**

How long will I have to complete my inspections and provide it to the County?

You will be required to enroll within the program and provide the County with your certificate before Monday, December 31, 2012. All properties must provide the county with a certificate of compliance simultaneously with their business occupation tax return.

Who can complete the inspection?

Your property inspection must be completed by a Certified Building Inspector. This is a licensed design professional (architect or engineer) or an individual who holds one of the following certifications from the Southern Building Code Congress, Inc. (SBCCI) or the international Code council (ICC):

- Property Maintenance and Housing Inspector
- Housing Rehabilitation Inspector
- Building Inspector
- Building Plan Examiner
- Commercial Combination Inspector

I am an inspector, how do I register with the county?

Each must pay a \$150 administrative fee and register with the County. That inspector needs to also be certified with the Southern Building Code Congress, Inc. (SBCCI) or the international Code Council (ICC).

How can I find a Certified Building Inspector and schedule a property inspection?

For a list of property certified inspectors, you can go to the American Society of Home Inspectors website at www.ashi.org to search for certified inspectors by zip code. You may also find the ICC website, www.iccsafe.org, useful for finding inspectors. If you need any additional assistance or have further questions, please call Steven Haynes in the Planning & Sustainability Department at 404-371-2155.

Will I have to submit additional certificates to the County in the future?

Yes, after January 1, 2013, you will be required to submit a Code Compliance Certificate every year, along with your business license renewal. To be given these annual certificates every year, 20% of your units must be inspected annually. However, every five years, at a minimum, all of your units must be inspected again.

Do I have to keep a record of my rental property inspections?

Yes. It's important that you keep a record of inspection dates, items inspected and any violations, along with their corrective action, if they are found. The certified building inspector will keep a record as well. These records, when requested, must be presented to the County within 15 business days of the request.

I am an apartment community resident in DeKalb County can you tell me what this ordinance is checking in my apartment home.

Please see Multifamily Inspection Checklist provided on website.

What laws/regulations does the interior code compliance address?

O.C.G.A. Sec. 8-2-25 (a) provides for state-wide application of certain state minimum standard codes and local enforcement of these codes.

O.C.G.A. Sec. 8-2-25 (b) and (c) provide for local adoption and enforcement of other state minimum standard codes and allow for the local adoption of more stringent codes based on public safety factors.

Where can I get a copy of the Code Compliance Certificate and the Inspection Checklist.

Yes. Please visit www.dekalbcountyga.gov to register and to find copies of the ordinance, the certificate and the inspection form. You can also call 404-371-2155 and request copies. Also, you are welcome to send inquiries to multifamilyregistry@dekalbcountyga.gov.

Can you tell me what will be inspected on my property?

Some of the criteria for getting an inspection includes:

- Privacy for bathrooms in units(s)/ dwellings(s)
- Hot and cold water supply
- windows in good repair and rodent-proof
- Interior floors, walls and ceilings in good repair
- Unobstructed exits that lead to safe, open space
- Property generally maintained with no excessive trash
- Stairs in good working order
- Smoke detector devices are required by law

What conditions must exist before an inspection notice must be issued?

None, commencing on January 1, 2012, all owners of multifamily rental dwellings and/or multifamily rental units within unincorporated parts of the county that receive income from four or more such units and meet the requirements of O.C.G.A. Sec. 48-13-5 for having a location or office within the unincorporated parts of the county shall file, simultaneously with their business occupation tax return, code compliance certificate(s) covering 100 percent of the owner's multifamily rental units located within the unincorporated parts of the county. **Note: See Sec. 15-502. Inspection, certificate and fee required, for additional information.**

Can I use a staff person from my apartment community or company if they are qualified?

No, apartment community must use a third party certified inspector.

How can I find out if I am in located in unincorporated DeKalb County?

Contact the DeKalb Tax Commissioner Office at 404-298-4000

Where is your department located?

Department of Planning & Sustainability Clark Harrison Building

330 West Ponce De Leon Avenue, 5th Floor, Decatur, GA 30030

Phone: 404-371-2155 / Fax: 404-371-4556